

# Development Permit Application Guide



## Commercial Allotment (CDA) Transferability

---

Planning and Development  
P.O. Box 1260, Banff, Alberta T1L 1A1  
P 403.762.1215 F 403.762.1260

[www.banff.ca](http://www.banff.ca)  
[enviroservices@banff.ca](mailto:enviroservices@banff.ca)

### WHAT IS TRANSFERABILITY?

Transferability is the ability to transfer a commercial use development allotment (CDA) from one site (the sending site) to another site (the receiving site).

### WHICH SITES ARE ELIGIBLE FOR TRANSFERABILITY?

Both the sending site and receiving site must be located in commercial land use districts. The sending site must be a site with a partial CDA (sites with full CDAs are not eligible to transfer their allotments). The receiving site can either be a site with a partial CDA or a site for which a CDA application was submitted prior to the 2005 random selection draw but for which no CDA was received.

### WHAT IS THE PROCESS FOR TRANSFERRING A PARTIAL COMMERCIAL USE DEVELOPMENT ALLOTMENT?

Prior to submitting an application form, you are encouraged to contact Town of Banff Planning and Development Department to confirm your eligibility. Once eligibility is confirmed, submit a completed application form. A development officer will review the form and you will be notified of the decision in writing within 60 days of your submittal date.

A Development Officer may refuse to accept an application for the transfer of a partial commercial use development allotment if, in the Development Officer's opinion, the application for transfer is not in conformity with the Land use Bylaw 31-3 and does not make adequate provision in respect of the regulations or guidelines of this Bylaw. A decision to refuse an application to transfer a partial commercial use development allotment may be appealed to Town Council.

### WHAT IS THE DEADLINE FOR TRANSFERRING A PARTIAL COMMERCIAL USE DEVELOPMENT ALLOTMENT?

An application to transfer a partial commercial use development allotment must be submitted at least 60 days prior to the first date after July 30, 2005 upon which a commercial use development allotment is made available for allocation, as determined by the Development Officer, or November 15, 2009 which ever date first occurs.

The Development Officer shall send a notice of the deadline to make an application to transfer a partial commercial use development allotment, at least 120 days prior to the date upon which a commercial use development allotment is to be made available for allocation to partial allotment holders and to those applicants who previously submitted an application for a commercial use development allotment but were unsuccessful in obtaining a commercial use development allotment.

If an application to transfer a partial commercial use development allotment is not submitted prior to the deadline specified in the development officer's notice, the partial commercial use development allotment may not be transferred and no subsequent application to transfer the partial commercial use development allotment will be accepted.

**WHAT IS THE FEE FOR PROCESSING A CDA TRANSFER APPLICATION?**

Application processing fees are outlined in the Development Processing Fees Schedule. These fees help the Town to partially recover the costs of reviewing, approving, and advertising Development Permits. Building permits have associated fees and vary depending on the estimated value of the proposed development. New buildings, additions, or renovations that result in the creation of new floor area are charged off-site levies in accordance with the Off-site Levies Bylaw. Off-site levies are used to pay for all or part of the capital cost of new or expanded sewer and water facilities. Other fees may apply. Contact Town of Banff Planning and Development staff for more information.

The Banff Land Use Bylaw and other planning documents are available on the Town of Banff website ([www.banff.ca](http://www.banff.ca)) or at Town Hall.

# Development Permit Application



## Transfer of a Partial Use Development Allotment (CDA)

### Planning and Development

110 Bear Street, P.O. Box 1260, Banff, Alberta T1L 1A1

[www.banff.ca](http://www.banff.ca)

T 403.762.1215 F 403.762.1260 Email [kerry.macinnis@banff.ca](mailto:kerry.macinnis@banff.ca)

Save this PDF to your desktop, fill in the required information, and send the completed document to the email listed above.

### Sending Site

Civic Address: \_\_\_\_\_

Legal Description: Lot(s)/Unit: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Land Use District: \_\_\_\_\_

Original CDA Requested: \_\_\_\_\_ (m<sup>2</sup>) Amount Awarded: \_\_\_\_\_ (m<sup>2</sup>) Amount to Transfer: \_\_\_\_\_ (m<sup>2</sup>)

New Total CDA: \_\_\_\_\_ (m<sup>2</sup>)

Name of Registered Owner\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Agent/Applicant (Sending Site): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

### Receiving Site

Civic Address: \_\_\_\_\_

Legal Description: Lot(s)/Unit: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Land Use District: \_\_\_\_\_

Original CDA Requested: \_\_\_\_\_ (m<sup>2</sup>) Amount Awarded: \_\_\_\_\_ (m<sup>2</sup>) Amount from Transfer: \_\_\_\_\_ (m<sup>2</sup>)

New Total CDA: \_\_\_\_\_ (m<sup>2</sup>)

Name of Registered Owner\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Agent/Applicant (Receiving Site): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

*\*Copies of both Certificates of Title, issued within 30 days, are required to be submitted with this application.*

#### FOR OFFICE USE ONLY

Application No.: \_\_\_\_\_ Roll #: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Received By: \_\_\_\_\_

# AUTHORIZATION FOR SENDING SITE

## Authorization of Agent/Applicant (Sending Site)

I/We \_\_\_\_\_ authorize \_\_\_\_\_  
(name of registered owner) (name of agent/person authorized to sign the application)

to act as agent and sign the application form to the Town of Banff on my/our behalf for the property known as

\_\_\_\_\_  
(civic address of sending site)

Signature(s) of registered owner(s)

Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Signing Officer(s) of Corporation

Corporate Seal(s), if applicable

\_\_\_\_\_  
\_\_\_\_\_

## Property owner's agreement

As of the date of this application, I am the registered owner of the (sending site) lands described in this application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in this application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Town of Banff Land Use Bylaw, the Banff National Park Management Plan, and the Canadian Environmental Assessment Act. I agree to comply with all provisions of the Town of Banff Land Use Bylaw 31-3 and any other applicable legislation, if this application is approved. I understand that approval does not constitute a development or building permit and that the Town of Banff prior to any development must issue such permits.

Signature(s) of registered owner(s)

Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Payment of fee

The application fee is enclosed. I agree to pay any further or outstanding fees with this application.

\_\_\_\_\_  
Signature of agent/applicant (sending site)

\_\_\_\_\_  
Date

**Declaration**

I, \_\_\_\_\_, solemnly declare that the statements made by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

\_\_\_\_\_  
Signature of agent/applicant (sending site)

\_\_\_\_\_  
Date

**AUTHORIZATION FOR RECEIVING SITE**

**Authorization of Agent/Applicant (receiving site)**

I/We \_\_\_\_\_ authorize \_\_\_\_\_  
(name of registered owner) (name of agent/person authorized to sign the application)

to act as agent and sign the application form to the Town of Banff on my/our behalf for the property known as

\_\_\_\_\_  
(civic address of receiving site)

Signature(s) of registered owner(s)

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Signing Officer(s) of Corporation

Corporate Seal(s), if applicable

\_\_\_\_\_  
\_\_\_\_\_

**Property owner's agreement**

As of the date of this application, I am the registered owner of the (receiving site) lands described in this application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in this application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Town of Banff Land Use Bylaw, the Banff National Park Management Plan, and the Canadian Environmental Assessment Act. I agree to comply with all provisions of the Town of Banff Land Use Bylaw and any other applicable legislation, if this application is approved. I understand that approval does not constitute a development or building permit and that the Town of Banff prior to any development must issue such permits.

Signature(s) of registered owner(s)

Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Declaration

I, \_\_\_\_\_, solemnly declare that the statements made by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

\_\_\_\_\_  
Signature of agent/applicant (receiving site)

\_\_\_\_\_  
Date

***Note: A Development Officer may refuse to accept an application for the transfer of a partial commercial use development allotment if, in the Development Officer's opinion, the application for transfer is not in conformity with the Land use Bylaw 31-3 and does not make adequate provision in respect of the regulations or guidelines of this Bylaw. A decision to refuse an application to transfer a partial commercial use development allotment may be appealed to Town Council.***